



NEBRASKA DEPARTMENT OF EDUCATION  
DATA, RESEARCH, & EVALUATION

# ADVISER VALIDATION GUIDE

2018-2019

APRIL 2019



# Table of Contents

HOME .....	3
Menus .....	3
Contact .....	4
Current District.....	4
School Year .....	4
Domain .....	5
Data Group .....	5
ERRORS.....	6
Review Errors .....	6
Error Count.....	7
Archive/Warning/Info Count .....	7
Exporting Errors to Excel .....	8
Comment the Error .....	8
Archive Errors.....	8
Reprocess Errors .....	9
Reprocess Individual Error .....	9
Reprocess All Errors .....	9
Error Summary .....	10
VERIFICATION REPORTS .....	11
Student Reports .....	11
Reporting Window .....	12
Location/School .....	13
Staff .....	14
District Admin Sign Off .....	15
LOOKUPS .....	17
Enrollment Lookup by ID.....	17
Student Lookup by ID .....	18
Student Lookup by Demographics .....	19
Special Education .....	22
Programs Lookup .....	23
Career Education.....	23
Early Childhood .....	24
Homeless.....	24
Rule 18 Interim Program .....	25

# HOME

## Menus

ADVISER Validation Home page will always return user to the home page.

**ADVISER VALIDATION HOME**

- ERRORS
  - Review Errors
  - Reprocess Errors
  - Error Summary
- VERIFICATION REPORTS
  - Students
  - Staff
- LOOKUPS
  - Enrollment Lookup by ID
  - Student Lookup by ID
  - Student Lookup by Demographics
  - Special Education Programs Lookup

**Current District:** Mullen Public Schools [46-0001-000]  
**School Year:** 2017-2018

Mullen Public Schools 46-0001 ▼  
2017-2018 ▼

Select  
Select

### Adviser Validation Home

Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1
STAFF	4

Simple navigation menu



**ADVISER VALIDATION HOME**


- ERRORS
  - Review Errors
  - Reprocess Errors


**Current District:** Nebraska Department Of Education [00-0000]  
**School Year:** 2017-2018

Nebraska Department Of Education 00-0000 ▼  
2017-2018 ▼


Select  
Select


nkohles  
Log Out X


 HOME

 ERRORS

Select

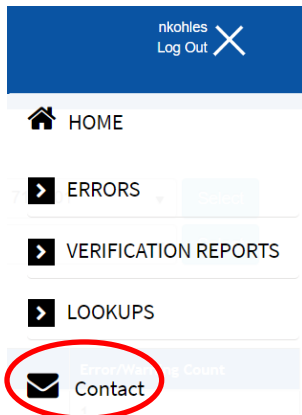
 VERIFICATION REPORTS

 LOOKUPS

 Error/Warning Count  
Contact

## Contact

Opens an email To: [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org), which automatically creates a Helpdesk ticket when sent.



## Current District

Displays the district in current view and if user has access to multiple districts, drop down menu lists those available.

### ADVISER VALIDATION HOME

#### ERRORS

[Review Errors](#)  
[Reprocess Errors](#)  
[Error Summary](#)

#### VERIFICATION REPORTS

[Students](#)  
[Staff](#)

#### LOOKUPS

[Enrollment Lookup by ID](#)  
[Student Lookup by ID](#)  
[Student Lookup by Demographics](#)  
[Special Education Programs Lookup](#)

**Current District:** Mullen Public Schools [46-0001-000]

**School Year:** 2017-2018

Mullen Public Schools 46-0001

▼ Select

2017-2018

▼ Select

### Adviser Validation Home

Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1
STAFF	4

## School Year

Displays the school year in current view and allows user to change the school year to review.

### ADVISER VALIDATION HOME

#### ERRORS

[Review Errors](#)  
[Reprocess Errors](#)  
[Error Summary](#)

#### VERIFICATION REPORTS

[Students](#)  
[Staff](#)

#### LOOKUPS

[Enrollment Lookup by ID](#)  
[Student Lookup by ID](#)  
[Student Lookup by Demographics](#)  
[Special Education Programs Lookup](#)

**Current District:** Mullen Public Schools [46-0001-000]

**School Year:** 2017-2018

Mullen Public Schools 46-0001

▼ Select

2017-2018

▼ Select

### Adviser Validation Home

Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1
STAFF	4

## Domain

Error categories and count within.

**ADVISER VALIDATION HOME**

Current District: Palmyra District O R 1 [66-0501-000] Palmyra District O R 1 66-0501 Select

School Year: 2018-2019 2018-2019 Select

**Adviser Validation Home**

Domain	Error/Warning Count
SPECIAL EDUCATION	3
STUDENT DEMOGRAPHICS	2

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	646
STAFF	118

Domains: Assessments, Attendance/Calendar, Career Education, Course Sections / Grades, Early Childhood, Graduation Cohort, High Ability Learner, LEP / Immigrant, Special Education, Staff, State Aid, Student Demographics, Student Enrollment, Title I.

## Data Group

Record types and the number within.

**ADVISER VALIDATION HOME**

Current District: Beatrice Public Schools [34-0015-000] Beatrice Public Schools 34-0015 Select

School Year: 2018-2019 2018-2019 Select

**Adviser Validation Home**

Domain	Error/Warning Count
SPECIAL EDUCATION	1

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	1663
STAFF	504
STUDENT, PARENT, & DEMOGRAPHICS	4990

Data Groups: District, School & Calendar, Staff, Student, Parent & Demographics, Courses & Sections, Enrollment, Attendance, Programs, Discipline, Course Grades, Transcripts, Post-Graduate Activities.

# ERRORS

## Review Errors

Lists errors currently in ADVISER.

[ADVISER VALIDATION HOME](#)

ERRORS

[Review Errors](#)

[Reprocess Errors](#)

[Error Summary](#)

VERIFICATION REPORTS

[Students](#)

[Staff](#)

[District Admin Sign Off](#)

Current District: Beatrice Public Schools [34-0015-000]

Beatrice Public Schools 34-0015

Select

School Year: 2018-2019

2018-2019

Select

### Review Errors

Domain	Error/Warning Count
SPECIAL EDUCATION	1

Errors are listed by Domain. Click on the Domain name itself to open the list of errors associated with the specific category.

[ADVISER VALIDATION HOME](#)

ERRORS

[Review Errors](#)

[Reprocess Errors](#)

[Error Summary](#)

VERIFICATION REPORTS

[Students](#)

[Staff](#)

[District Admin Sign Off](#)

Current District: Beatrice Public Schools [34-0015-000]

Beatrice Public Schools 34-0015

Select

School Year: 2018-2019

2018-2019

Select

### Review Errors

Domain	Error/Warning Count
<a href="#">SPECIAL EDUCATION</a>	1

A list of errors will display including the Error # and Description. The Error Description states what is wrong with the data.

Current District: Beatrice Public Schools [34-0015-000]

Beatrice Public Schools 34-0015

Select

School Year: 2018-2019

2018-2019

Select

## Error Details

Showing results for Error Domain: [Special Education](#)

Error #	Error Description	Errors	Archive Count
711	Special Education Course Listed for Student That Does Not Have a Special Education Program Record	1	0

To view the list of students impacted by each Error, click on the blue number under the Error Count or Archive / Warning / Information Count column.

	Error Count	Archive / Warning / Information Count
	<a href="#">20</a>	0
	<a href="#">1</a>	0
	<a href="#">1</a>	0
	0	<a href="#">10</a>

## Error Count

These are errors that need to be fixed.

Critical – have to be fixed

Regular – may be archived, if extenuating circumstances allow

## Archive/Warning/Info Count

These errors include those that have been archived, 'errors' that are just warnings, and informational counts

Archive example – student is reported correctly even though it doesn't 'fit' into a typical scenario

Warning example – current data is likely erred and will impact final reporting

Info example – head's up, current data reported is likely erred


The error specific page details how to fix the error with a description under the error number and name.

### Error Details

**Error # 716: Student Demographics Record Missing for Student Enrolled in District**



A student has a School Enrollment record within your district, but the student's Demographics record has not been reported for your district.


[Reprocess Errors for \(716\)](#)

 <a href="#">Export to Excel</a>									
Student ID	Local ID	Last Name	First Name	Grade	Birth Date	Location Name	Location ID	Comments	

**Read the error message carefully** – It will explain exactly what is wrong and in most cases how to fix it.

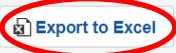
A list of student(s) impacted will be under the blue bar.


 <a href="#">Export to Excel</a>									
Student ID	Local ID	Last Name	First Name	Grade	Birth Date	Entry Date	School	Comments	
1234567890	258	Jones	Sam	10	6/19/2003	4/9/2019	EXAMPLE HIGH SCHOOL		 <a href="#">Edit</a>

 1 - 1 of 1 items

## Exporting Errors to Excel

Errors can be exported into an Excel document by selecting the Export to Excel button then saving the download.

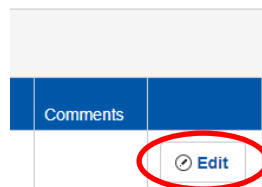


Student ID	Local ID	Last Name	First Name	Grade	Birth Date	Entry Date	School	Comments	
1234567890	258	Jones	Sam	10	6/19/2003	4/9/2019	EXAMPLE HIGH SCHOOL		 Edit

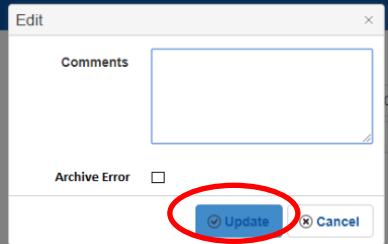
1 - 1 of 1 items

## Comment the Error

To add or edit a Comment, simply select the **Edit** button within the error description screen.





A pop up will appear. Type comments in the box. Click **Update** when done.



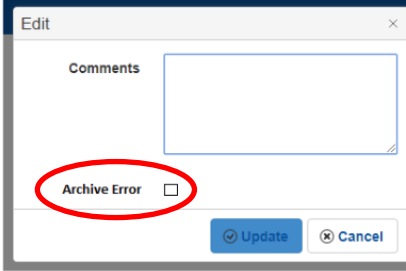
Comments

Archive Error ☐

 Update  Cancel



## Archive Errors

To Archive the error, select the **Archive Error** button before Updating the Comment.



Comments

Archive Error ☐

 Update  Cancel

If user does not want to view Archived Errors, click **Hide Archived Errors**.

ie District where the student is enrolled,  
ublic Placement - Parental Placement

[Hide Archived Errors \(12\)](#)

If user wants to view Archived Errors, click **Show Active Errors**.

[Show Active Errors \(42\)](#)



## Reprocess Errors

Errors reprocess automatically overnight after data is changed in the Student Information System (SIS). For immediate reprocessing, Errors can be reprocessed as a whole or individually.

## Reprocess Individual Error

For individual reprocess, select the **Reprocess Errors for (xxx)** button within the error itself.

### Error Details

#### Error # 716: Student Demographics Record Missing for Student Enrolled in District

A student has a School Enrollment record within your district, but the student's Demographics record has not been reported for your district.

[Reprocess Errors for \(716\)](#)

 [Export to Excel](#)

Student ID	Local ID	Last Name	First Name	Grade	Birth Date	Location Name	Location ID	Comments	
------------	----------	-----------	------------	-------	------------	---------------	-------------	----------	--

## Reprocess All Errors

To reprocess all errors or to view the status of any reprocessing, go to **Reprocess Errors**.

### ADVISER VALIDATION HOME

#### ERRORS

[Review Errors](#)

[Reprocess Errors](#)

[Error Summary](#)

#### VERIFICATION REPORTS

[Students](#)

[Staff](#)

#### LOOKUPS

[Enrollment Lookup by ID](#)

[Student Lookup by ID](#)

[Student Lookup by](#)

[Demographics](#)

[Special Education](#)

[Programs Lookup](#)

Current District: Mullen Public Schools [46-0001-000]

Mullen Public Schools 46-0001

Select

School Year: 2017-2018

2017-2018

Select

### Adviser Validation Home

Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1

### Select Reprocess Errors.

### ADVISER VALIDATION HOME

#### ERRORS

[Review Errors](#)

[Reprocess Errors](#)

[Error Summary](#)

#### VERIFICATION REPORTS

[Students](#)

[Staff](#)

[District Admin Sign Off](#)

#### LOOKUPS

[Enrollment Lookup by ID](#)

[Student Lookup by ID](#)

[Student Lookup by](#)

[Demographics](#)

[Special Education](#)

[Programs Lookup](#)

Current District: Palmyra District O R 1 [66-0501-000]

Palmyra District O R 1 66-0501

Select

School Year: 2018-2019

2018-2019

Select

### Reprocess Errors

[Reprocess Errors](#)

[Refresh Status](#)

School Year	Request	Request Date	Status
2018-2019	Error #: 716	04/09/2019 12:11:49 PM	Pending

1 - 1 of 1 items

Reprocessing can take a while. By selecting the **Refresh Status** button, you can see where in the reprocess status ADVISER is.

**ADVISER VALIDATION HOME**  
 ERRORS  
 Review Errors  
 Reprocess Errors  
 Error Summary  
 VERIFICATION REPORTS  
 Students  
 Staff  
 District Admin Sign Off  
 LOOKUPS  
 Enrollment Lookup by ID  
 Student Lookup by ID  
 Student Lookup by  
 Demographics  
 Special Education  
 Programs Lookup

Current District: Palmyra District O R 1 [66-0501-000]  
 School Year: 2018-2019

Palmyra District O R 1 66-0501  
 2018-2019  
 Select  
 Select

## Reprocess Errors

Reprocess Errors

Refresh Status

School Year	Request	Request Date	Status
2018-2019	Error #: 716	04/09/2019 12:11:49 PM	Pending

1 - 1 of 1 items

## Error Summary

Lists all validation errors currently being run against data – whether the district actually has the error or not.

**ADVISER VALIDATION HOME**  
 ERRORS  
 Review Errors  
 Reprocess Errors  
 Error Summary  
 VERIFICATION REPORTS  
 Students  
 Staff  
 LOOKUPS  
 Enrollment Lookup by ID  
 Student Lookup by ID  
 Student Lookup by  
 Demographics  
 Special Education  
 Programs Lookup

Current District: Mullen Public Schools [46-0001-000]  
 School Year: 2017-2018

Mullen Public Schools 46-0001  
 2017-2018  
 Select  
 Select

## Adviser Validation Home

Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1

User can search by Error #, Selecting a specific Domain, or Error Name Contains.

## Error Summary

# VERIFICATION REPORTS

User will find reports for Student and Staff data here. These reports are NOT errors. They are summary and detail reports of the data entered into the SIS.

## ADVISER VALIDATION HOME

### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

### VERIFICATION REPORTS

- Students
- Staff

### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID
- Student Lookup by Demographics
- Special Education
- Programs Lookup

Current District: Mullen Public Schools [46-0001-000]

Mullen Public Schools 46-0001

Select

School Year: 2017-2018

2017-2018

Select

## Adviser Validation Home

Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1
STAFF	1

It is important to review these reports regularly, to verify information has been reported correctly. If something is not showing correctly, user will need to make the correction in their SIS, refresh the report and review it again.

## Student Reports

## ADVISER VALIDATION HOME

### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

### VERIFICATION REPORTS

- Students
- Staff

### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID
- Student Lookup by Demographics
- Special Education
- Programs Lookup

Current District: Mullen Public Schools [46-0001-000]

Mullen Public Schools 46-0001

Select

School Year: 2017-2018

2017-2018

Select

## Adviser Validation Home

Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1
STAFF	1

There are multiple Student verification reports available for each Data Group. Select the individual Data Group category to open the reports under the section.

## STUDENT VERIFICATION REPORTS

General and Miscellaneous

Assessment

Career Education

Early Childhood

Enrollment

Graduation Cohort

Membership and Attendance

Special Education

Each report will provide a description of the report and the timeline when to review this report.

## STUDENT VERIFICATION REPORTS

General and Miscellaneous		
REPORT	DESCRIPTION	REVIEW
<a href="#">High Ability Learner Student List</a>	High Ability Learner Eligible students and their High Ability Learner Participant and Honors or Advanced Placement statuses.	Year-End
<a href="#">Food Program Eligibility by Grade</a>	Count of students reported as qualifying for free and/or reduced lunch.	Fall & Year-End
<a href="#">E-Rate Report</a>	Documentation for the Schools and Libraries Erate Program of the Universal Service Fund.	Fall

Click on the report title to open and view details.

## STUDENT VERIFICATION REPORTS

General and Miscellaneous		
REPORT	DESCRIPTION	REVIEW
<a href="#">High Ability Learner Student List</a>	High Ability Learner Eligible students and their High Ability Learner Participant and Honors or Advanced Placement statuses.	Year-End
<a href="#">Food Program Eligibility by Grade</a>	Count of students reported as qualifying for free and/or reduced lunch.	Fall & Year-End
<a href="#">E-Rate Report</a>	Documentation for the Schools and Libraries Erate Program of the Universal Service Fund.	Fall

Each report has various ways to narrow the data scope.

## Reporting Window

This is the window of time during which the report should be run.

Reporting Window

Value options vary throughout the year:

Full Year - Any students ever enrolled in the district, at any time during the school year, even if already exited.

As of Today - Students who are enrolled in the district today. This can be used for comparing against reports in the SIS. Includes students who graduated or finished the school year.

As of October 1st - Students enrolled in membership or SPED programs on 10/1, according to what is currently in ADVISER.

As of October 1st (Locked) - Students enrolled in membership or SPED programs on 10/1, according to state accountability data locked on/around 11/1.

As of End of Year (Locked) - Students enrolled at the end of the school year, according to state accountability data locked on 7/1.

## Location/School

Break down data by district or school level.

District or School

Once options have been selected, click View Report.

View Report

Reports typically contain more information within. Read the descriptor at the top of the page for nuances within the report itself.

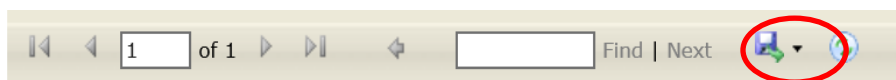
### DISTRICT HIGH ABILITY LEARNER ELIGIBLE TOTAL: 84

This report displays all of the High Ability Learner Eligible students and their High Ability Learner Participant status and their Honors or Advanced Placement status. All students are included with and Full Time Equivalency (FTE) of 1% or greater. The main use of this report is to validate the data that will be used by the High Ability Learner Funds Application. This application is due in the fall following the close of the school year. Therefore it is important to get the data correct by the end of the current school year.

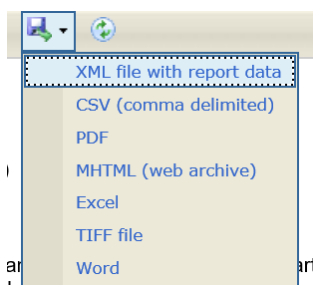
If this verification report lists students who were not in membership in the current school year, but transferred out before school started, please be sure they have an exit code from your school.

Reports may have multiple pages and can be saved, printed or refreshed.

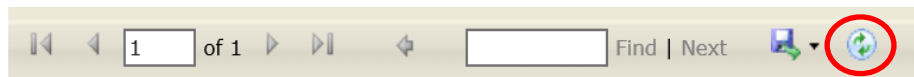
To save or print the report, select the disc button.



User is able to save the report as various file types and print accordingly.



To refresh the report data, select the refresh button.



This will reprocess data with any revised SIS information.

User is able to search within the report. Search by ID, Name, whatever user wants.



# Staff

## ADVISER VALIDATION HOME

### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

### VERIFICATION REPORTS

#### Students

#### Staff

### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID
- Student Lookup by Demographics
- Special Education
- Programs Lookup

Current District: Mullen Public Schools [46-0001-000]

Mullen Public Schools 46-0001

Select

School Year: 2017-2018

2017-2018

Select

## Adviser Validation Home

Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1
STAFF	1

There are two Data Groups for Staff.

## STAFF VERIFICATION REPORTS

ADVISER Dashboard Staff Reports

Staff Courses

## ADVISER Dashboard Staff Reports

These reports are specific to Dashboard only.

### ADVISER Dashboard Staff Reports

REPORT	DESCRIPTION	REVIEW
<a href="#">ADVISER Staff Position Titles &amp; Dashboard Access</a>	Lists all staff records that have been uploaded by your SIS, which are required for accessing the ADVISER Dashboard.	If using the Dashboard

## Staff Courses

These reports are also available in the Student section of Verification Reports.

### Staff Courses

REPORT	DESCRIPTION	REVIEW
<a href="#">Teacher Courses</a>	Course information, grouped by Teacher	Each Term & Year-End
<a href="#">Teachers No Courses</a>	List of teachers who have not been linked to any Section or Grade records.	Each Term & Year-End

**Note:** NSSRS Staff Reporting will remain the same as past years. It is located in the NDE Portal and supported by the NSSRS Validations collection. NSSRS Validations will continue to provide Staff Reporting system Errors/Warnings and Staff Verification Reports.

# District Admin Sign Off

Only District Administrators will be able to view this page.

## ADVISER VALIDATION HOME

Current District: Palmyra District O R 1 [66-0501-000]

Palmyra District O R 1 66-0501

Select

School Year: 2018-2019

2018-2019

Select

### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

### VERIFICATION REPORTS

- Students
- Staff
- District Admin Sign Off

### LOOKUPS

**This page is available to district administrators only.**

An acknowledgement section and reports to view will be listed.

By approving this collection I, as the district administrator or their designee, certify that to the best of my knowledge and belief the information herein submitted in this collection is true, complete and accurate. I understand and agree that the information herein submitted may be used by the Nebraska Department of Education, consistent with all applicable state and federal laws, for purposes of, but not limited to, public reporting and state aid calculations.

To ensure accuracy in your data, before you approve, the following reports should be reviewed for accuracy by you or your staff in Verification Reports for Student. DO NOT APPROVE until these reports have been reviewed and are considered accurate:

#### General and Miscellaneous

- Food Program Eligibility by Grade
- E-Rate Report
- Home Languages
- Student Group Counts

#### Early Childhood

- Early Childhood – For State Aid Purposes

#### Membership and Attendance

- Membership by Grade, Race and Gender
- Membership Roster

Review the listed reports before approving.

Once ready to approve, select the **Edit** button.

By approving this collection I, as the district administrator or their designee, certify that to the best of my knowledge and belief the information herein submitted in this collection is true, complete and accurate. I understand and agree that the information herein submitted may be used by the Nebraska Department of Education, consistent with all applicable state and federal laws, for purposes of, but not limited to, public reporting and state aid calculations.

To ensure accuracy in your data, before you approve, the following reports should be reviewed for accuracy by you or your staff in Verification Reports for Student. DO NOT APPROVE until these reports have been reviewed and are considered accurate:

#### General and Miscellaneous

- Food Program Eligibility by Grade
- E-Rate Report
- Home Languages
- Student Group Counts

#### Early Childhood

- Early Childhood – For State Aid Purposes

#### Membership and Attendance

- Membership by Grade, Race and Gender
- Membership Roster
- Option Out Students
- Contract Out Students
- Calendar Details

#### Special Education

- Special Education Active Student Counts
- Special Education Exter Student Information
- Special Education District of Residence
- Special Education Active Student Information

#### State Aid

- State Aid Components
- Option In/Option Out/Net Option

School Year	School District	District Admin	Approve	Approve Date	
2018-2019	00-0000-000	Name	<input type="checkbox"/>		<a href="#">Edit</a>

Select the Approve checkbox, then Update button.

School Year	School District	District Admin	Approve	Approve Date	
2018-2019	00-0000-000	Name	<input checked="" type="checkbox"/>		<a href="#">Update</a> <a href="#">Cancel</a>

Once approved, a date will appear and the approve check box indicated.

- Option Out Students
- Contract Out Students
- Calendar Details

**Special Education**

- Special Education Active Student Counts
- Special Education Exiter Student Information
- Special Education District of Residence
- Special Education Active Student Information

**State Aid**

- State Aid Components
- Option In/Option Out/Net Option

School Year	School District	District Admin	Approve	Approve Date	
2018-2019			<input checked="" type="checkbox"/>		<a href="#">Edit</a>



# LOOKUPS

Lookups are used to view Student Data in a variety of ways.

## ADVISER VALIDATION HOME

### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

### VERIFICATION REPORTS

- Students
- Staff

### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID
- Student Lookup by Demographics
- Special Education Programs Lookup

Current District: Mullen Public Schools [46-0001-000]

School Year: 2017-2018

Mullen Public Schools 46-0001

Select

2017-2018

Select

## Adviser Validation Home

Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1
STAFF	1

## Enrollment Lookup by ID

This lookup is for an individual student. The Enrollment Lookup by ID is a great assistant in resolving Enrollment and Cohort errors.

## ADVISER VALIDATION HOME

### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

### VERIFICATION REPORTS

- Students
- Staff

### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID
- Student Lookup by Demographics
- Special Education Programs Lookup

Current District: Mullen Public Schools [46-0001-000]

School Year: 2017-2018

Mullen Public Schools 46-0001

Select

2017-2018

Select

## Adviser Validation Home


Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1
STAFF	1

Enter the NDE Student Uniq ID# of the student to view and click **Submit**.

## STUDENT ENROLLMENT LOOKUP BY ID

 Enter NDE Student ID

Submit

Reset

A list of the Enrollment records for this student will appear; including all years and districts/schools this student has attended.

STUDENT SCHOOL ENROLLMENT HISTORY														
School Year	Student ID	Local ID	Student Name	District	School	Entry Date	Entry Type	Withdraw Date	Withdraw Type	Grade Level	Residence Status	District of Residence	School of Residence	Full Time Equivalent
2018-2019	<input type="text"/>	31477	<input type="text"/>	KEARNEY PUBLIC SCHOOLS (10-0007)	SUNRISE MIDDLE SCHOOL (015)	02/28/2019	Transfer In (102)			08	Not applicable	10-0007	100007015	100
2018-2019	<input type="text"/>	31477	<input type="text"/>	PLEASANTON PUBLIC SCHOOLS (10-0105)	PLEASANTON HIGH SCHOOL (001)	08/13/2018	Transfer In (102)	02/25/2019	Transfer Out (201)	08	Not applicable	10-0105		100
2017-2018	<input type="text"/>	31477	<input type="text"/>	KEARNEY PUBLIC SCHOOLS (10-0007)	SUNRISE MIDDLE SCHOOL (015)			05/22/2018	Transfer Out	07	Not Applicable	10-0007		100
2017-2018	<input type="text"/>	31477	<input type="text"/>	KEARNEY PUBLIC SCHOOLS (10-0007)	SUNRISE MIDDLE SCHOOL (015)	08/16/2017	Still Enrolled			07	Not Applicable	10-0007		100

If the user is looking up a student not enrolled in their district, they may receive the following message. Click the **I Agree** button to verify user has a legitimate educational interest in accessing this information before being able to view the student's information.

NDE does not have a record of your agency having submitted an NSSRS Student template for NDE Student ID

By accessing personally identifiable information (enrollment history) regarding any student of a school district other than the school district that employs/contracts with you, you are assuring that:

1. The school district that employs or contracts with you has determined that you have a legitimate educational interest in accessing this information; and
2. You are accessing this information because the student is seeking or intending to enroll in your school district, or has enrolled in your district.

## Student Lookup by ID

This lookup is for an individual student data for the current school year.

### ADVISER VALIDATION HOME

#### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

#### VERIFICATION REPORTS

- Students
- Staff

#### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID**
- Student Lookup by Demographics
- Special Education Programs Lookup

Current District: Mullen Public Schools [46-0001-000]

School Year: 2017-2018

Mullen Public Schools 46-0001

Select

2017-2018

Select

### Adviser Validation Home


Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1
STAFF	1

Enter the NDE Student Uniq ID# of the student to view and click **Submit**.

## STUDENT LOOKUP BY NDE ID

 Enter Student NDE ID

**Submit** Reset

A display of all data reported for this student will be listed by Data Groups.

### STUDENT LOOKUP BY NDE ID

 Enter Student NDE ID

Submit Reset

Lookup results of NDE Student ID: 749785854

#### STUDENT DEMOGRAPHICS

First Name:	Middle Name:	Last Name:
Generation Code (Suffix):	Local Student ID:	Grade Level: HP
Birth Date:	Gender: Male	Hispanic Indicator: No
Race: White	Reporting Race: White	Dominant Language Field:
Directory Information Opt-Out: No	Expected School of Graduation:	English Language Proficiency: Not an English Learner
Immigrant Indicator: Not an Immigrant	Foreign Exchange Student: No	Expected Graduation Year:
School Food Service Eligibility: Not eligible for Free or Reduced Price Meals	Single Parent: No	High Ability Learner Eligibility: No
High Ability Learner participant: No	Honors or Advanced Placement: No	Section 504: No
Non-Public Targeted Assistance: No	Unaccompanied Homeless Youth: No	
Parent in Military: No	Create Date: 11/03/2018	Modified Date: 03/26/2019

#### SCHOOL ENROLLMENT

Entry Date	Entry Type	Grade Level	Residence Status	District of Residence	School of Residence	Full Time Equivalency	Withdraw Date	Withdraw Type	Reporting School	Calendar Name
08/16/2018	Still Enrolled (100)	HP	Not applicable	23-0071	23-0071-002	100			CRAWFORD ELEMENTARY SCHOOL (002)	Crawford Elementary
10/30/2018	Original Entry (101)	HP	Not applicable	23-0071	23-0071-002	100	10/31/2018	Transfer Out (201)	CRAWFORD ELEMENTARY SCHOOL (002)	Crawford Elementary

#### SPECIAL EDUCATION INFORMATION

Begin Date:	Verified Disability:
Level of Program Participation: IDEA Part C	Special Education percentage: 0
	Placement Type: 0 - Not Applicable - Does not attend a Nonpublic School
Related Services: 1 - Personalized Therapy 2 - Behavioral Therapy 3 - Speech	Catégorie: 01 - Other - not School Based
	Alternate Assessment: No

## Student Lookup by Demographics

This Lookup groups students who are specific to the selected demographic criteria.

### ADVISER VALIDATION HOME

#### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

#### VERIFICATION REPORTS

- Students
- Staff

#### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID
- Student Lookup by Demographics**
- Special Education Programs Lookup

Current District: Mullen Public Schools [46-0001-000]

School Year: 2017-2018

Mullen Public Schools 46-0001

Select

2017-2018

Select

### Adviser Validation Home

Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1

Instructions for this specific section can be found through the hyperlink **Instructions**.

## STUDENT LOOKUP BY DEMOGRAPHICS

Report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthdate. Select additional columns to report below (**Columns On Report**). Read the **Instructions** for more information.

Please select value from Dropdown		
<div>Please select</div>		
Field to Limit Results On (Check box, then make selection in next column)	Field Selections	Columns On Report
<input type="checkbox"/> School	<div>NORTH PLATTE HIGH SCHOOL (001) ADAMS MIDDLE SCHOOL (002) BUFFALO ELEMENTARY SCHOOL (003) MADISON MIDDLE SCHOOL (004)</div>	<input type="checkbox"/>
<input type="checkbox"/> Grade Level	<div>Grade 1 Grade 10 Grade 11 Grade 12</div>	<input type="checkbox"/>

To run this report, select a Reporting Window from the dropdown box. (See page 11 for descriptions.)

## STUDENT LOOKUP BY DEMOGRAPHICS

Report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthdate. Select additional columns to report below (**Columns On Report**). Read the **Instructions** for more information.

Please select value from Dropdown		
<div>Please select</div>		
Field to Limit Results On (Check box, then make selection in next column)	Field Selections	Columns On Report
<input type="checkbox"/> School	<div>NORTH PLATTE HIGH SCHOOL (001) ADAMS MIDDLE SCHOOL (002) BUFFALO ELEMENTARY SCHOOL (003) MADISON MIDDLE SCHOOL (004)</div>	<input type="checkbox"/>
<input type="checkbox"/> Grade Level	<div>Grade 1 Grade 10 Grade 11 Grade 12</div>	<input type="checkbox"/>

Check the box for each item to limit the search by. These are **Field to Limit Results On**.

Please select value from Dropdown	
<div>As Of Today</div>	
Field to Limit Results On (Check box, then make selection in next column)	Field Selections
<input type="checkbox"/> School	<div>MULLEN HIGH SCHOOL (001) MULLEN ELEMENTARY SCHOOL (002)</div>
<input type="checkbox"/> Grade Level	<div>Prekindergarten (Part day program less than 6 hours per day) Prekindergarten (Full day program 6 hours or more per day) Kindergarten program of LT 1032 instructional program hours Kindergarten 1032 or more instructional program hours</div>
<input type="checkbox"/> Gender	<div>Female Male</div>
<input type="checkbox"/> Hispanic Indicator	<div><input type="radio"/> Yes <input type="radio"/> No</div>

For example, if user just wants to see 4th grade girls attending Elementary today, select School, Grade Level and Gender in the first column.

Please select value from Dropdown  
As Of Today

Field to Limit Results On (Check box, then make selection in next column)	Field Selections
<input checked="" type="checkbox"/> School	MULLEN HIGH SCHOOL (001) MULLEN ELEMENTARY SCHOOL (002)
<input checked="" type="checkbox"/> Grade Level	Prekindergarten (Part day program less than 6 hours per day) Prekindergarten (Full day program 6 hours or more per day) Kindergarten program of LT 1032 instructional program hours Kindergarten 1032 or more instructional program hours
<input checked="" type="checkbox"/> Gender	Female Male

☐ Hispanic Indicator      ☐ Yes ☐ No

For each of the items selected, limit the search by selecting the specific values. From the example above, choose Mullen Elementary School for **School**, 4th for **Grade**, and Female for **Gender**. To highlight multiple fields, select the *Ctrl* button with a mouse click on each field desired.

Please select value from Dropdown  
As Of Today

Field to Limit Results On (Check box, then make selection in next column)	Field Selections
<input checked="" type="checkbox"/> School	MULLEN HIGH SCHOOL (001) MULLEN ELEMENTARY SCHOOL (002)
<input checked="" type="checkbox"/> Grade Level	Grade 6 Grade 5 Grade 4 Grade 3
<input checked="" type="checkbox"/> Gender	Female Male

In the third column, **Columns on Report**, select the Fields to display in the results.

Please select value from Dropdown  
Please select

Field to Limit Results On (Check box, then make selection in next column)	Field Selections	Columns On Report
<input type="checkbox"/> School	MULLEN HIGH SCHOOL (001) MULLEN ELEMENTARY SCHOOL (002)	<input type="checkbox"/>

For example, if user would like to know if the 4th Grade Females from the example above are LEP Eligible or not, check the box in the Columns to Report which corresponds to LEP Eligible. A column will be included on the report listing the student's eligibility as Yes or No.

Once all Fields are selected, click the **Submit** button at the bottom of the page to get the final report.

<input type="checkbox"/> Nonpublic Targeted Assistance	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
<input type="checkbox"/> Parent in Military	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

The final report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthdate.

#### Student Lookup by Demographics Results

Selected Value:

Student ID	Local ID	Last Name	First Name	Middle Initial	BirthDate

Additionally, results can be exported to Excel by selecting Export to Excel.

#### Student Lookup by Demographics Results

Selected Value:

Student ID	Local ID	Last Name	First Name	Middle Initial	BirthDate

Tip: To narrow results, the more items limited in the search, the fewer results received.

## Special Education

Groups students specific to selected demographic and Special Education data.

#### ADVISER VALIDATION HOME

##### ERRORS

- [Review Errors](#)
- [Reprocess Errors](#)
- [Error Summary](#)

##### VERIFICATION REPORTS

- [Students](#)
- [Staff](#)

##### LOOKUPS

- [Enrollment Lookup by ID](#)
- [Student Lookup by ID](#)
- [Student Lookup by Demographics](#)
- [Special Education](#)
- [Programs Lookup](#)

Current District: Mullen Public Schools [46-0001-000]

Mullen Public Schools 46-0001

Select

School Year: 2017-2018

2017-2018

Select

#### Adviser Validation Home

Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1
STAFF	1

View the step by step guide for Student Lookup by Demographics starting on page 18 for specific details on how to run this report.

# Programs Lookup

Groups students related to a specific program.

## ADVISER VALIDATION HOME

### ERRORS

- Review Errors
- Reprocess Errors
- Error Summary

### VERIFICATION REPORTS

- Students
- Staff

### LOOKUPS

- Enrollment Lookup by ID
- Student Lookup by ID
- Student Lookup by Demographics
- Special Education
- Programs Lookup**

Current District: Mullen Public Schools [46-0001-000]

Mullen Public Schools 46-0001

Select

School Year: 2017-2018

2017-2018

Select

## Adviser Validation Home

Domain	Error/Warning Count
ATTENDANCE / CALENDAR	0
EARLY CHILDHOOD	7

Data Group	Records
DISTRICT, SCHOOL, & CALENDAR	-1

Select the Type of program from the dropdown box.

## Programs Lookup

Type of program:

Select type of program

Career Education

Early Childhood

Homeless

Rule 18 Interim Program

## Career Education

Select information by dropdown box. Information is available by Location, and/or Programs Code,

Choose....

Career Education: Agriculture, Food, and Natural Resources Systems [CEAGFNRS]

Career Education: Architecture and Construction [CEARCCON]

Career Education: Arts, Audio/Visual, and Communication [CEAVCOMM]

Career Education: Business Management and Administration [CEBUSMGT]

Career Education: Education and Training [CEEDUCAT]

Career Education: Energy and Engineering [CEENEG]

Career Education: Finance [CEFINANC]

Career Education: Foundational, Exploratory, Career Development, or Other [CEFOUND]

Career Education: Government and Public Administration [CEGOVTPA]

Career Education: Health Sciences [CEHEALTH]

Career Education: Hospitality and Tourism [CEHSPTOR]

Career Education: Human Services [CEHUMAN]

Career Education: Information Technology [CEINFOTE]

Career Education: Law, Public Safety, Security, and Corrections [CELPSSC]

Career Education: Manufacturing [CEMANUFA]

Career Education: Marketing [CEMARKET]

Career Education: Transportation, Distribution, Warehousing, and Logistics [CETDWL]

And/or Participation Info Code.

Participation Info Code:

Choose....

Not Applicable [0]

Career Education Participant [CE0001]

Career Education Participant with Postsecondary [CE0002]

Career Education Concentrator [CE0003]

Career Education Concentrator with Postsecondary [CE0004]

If a Concentrator code is selected, a dropdown box will open for Technical Skill Attainment.

Choose....

- Met Technical Skill Attainment through third party assessment [CE0002]
- Met Technical Skill Attainment through Locally developed criterion [CE0003]
- Did not meet Technical Skill Attainment [CE0004]
- Met Technical Skill Attainment through dual credit and/or courses [CE0005]
- Artificial Insemination (AI) Certification [CE1111]
- Commercial Driver's License [CE1112]
- Emergency Medical Technician (EMT) [CE1113]
- Forklift [CE1114]
- Livestock Quality Assurance Certification [CE1115]
- Medication Aid [CE1116]
- Mental Health First Aid [CE1117]
- Microsoft Office Specialist Certification [CE1118]
- NCCER National Registry [CE1119]
- Nursing Assistant/CNA [CE1120]
- OSHA 10 hr. Certification [CE1121]
- Pesticide Applicators License [CE1122]
- Pharmacy Technician [CE1123]
- Phlebotomy Technician [CE1124]
- ServSafe [CE1125]
- WISE Financial Literacy Certificate [CE1126]
- Met Technical Skill Attainment through Industry Cert: Other/Unknown [CE1999]

## Early Childhood

Select information by dropdown box. Information is available by Location and/or Participation Info Code

Participation Info Code:

Choose....

- Not Applicable [0]
- NDE Grant Funded Early Childhood Education Program [EC0001]
- Qualified NDE Grant Funded Early Childhood Education Program [EC0002]
- NDE Approved Early Childhood Education Program [EC0003]
- Qualified NDE Approved Early Childhood Education Program [EC0004]
- Early Childhood Birth to Age 3 Endowment (Sixpence) Center-Based Grant Prog [EC0005]
- Home-based Early Childhood Education Program (NonSPED) [EC0006]
- Early Childhood Birth to Age 3 Endowment (Sixpence) Home-Based Grant Prog [EC0007]
- Early Childhood Birth to Age 3 Endowment (Sixpence) CPP Grant [EC0008]

## Homeless

Select information by dropdown box. Information is available by Location, and/or Participation Info Code.

Participation Info Code:

Choose....

- Not Applicable [0]
- Homeless – Shelters [HM0001]
- Homeless – Doubled-Up (e.g., living with another family) [HM0002]
- Homeless – Unsheltered [HM0003]
- Homeless – Hotel or Motel [HM0005]



## Rule 18 Interim Program

Select information by dropdown box. Information is available by Location.

Once selections have been made, click the grey **Submit** button at the bottom for results.

### Programs Lookup

Type of program:

 ▼

Location:

 ▼

Participation Info Code:

 ▼A grey rectangular button with the word "Submit" in black text. The button is circled with a red oval.

**Note:** Multiple selections within each category of Program Type are not available at this time.